

National Aeronautics and
Space Administration
John F. Kennedy Space Center
Kennedy Space Center, FL 32899



APR 19 2005

Reply to Attn of: **OP-AM**

TO: All NASA-Kennedy Space Center (KSC) Purchase Card Users

FROM: OP/Director, Procurement Office

SUBJECT: Delegation of Authority for Use of Purchase Cards

Pursuant to the authority vested in me as Procurement Officer and in conformance with Federal Acquisition Regulation (FAR) Subpart 1.6 and of the NASA FAR Supplement 1813.301, I hereby delegate to you specific procurement authority for a government-use purchase card. This delegation is subject to the limitations contained in these regulations, and the following specific limitations:

1. Single purchase limit shall not to exceed \$2500.
2. The monthly cumulative dollar purchase limit established with the bank for your account is \$10,000.
3. Fiscal year purchases are limited to the amount provided to you by your Directorate's Business and Resource Management Office.

In the event that your requirements increase beyond the established monthly limit, the Center Purchase Card Coordinator can grant a temporary increase upon written request from your supervisor or approving official.

You have been issued a purchase card with your name and account number embossed on it. This delegation of authority is valid until otherwise formally suspended, modified, or canceled. Your Approving Official will be responsible for the review and approval of all purchases made under this delegation.

Use of the purchase card requires adherence to the general and specific instructions governing the purchase card program which are contained in the KSC Purchase Card Overview. You are cautioned that making cumulative expenditures in excess of these limits may be a violation of the Anti-Deficiency Act. The act provides for criminal penalties for knowingly and willfully violating this restriction. Splitting of a requirement to fall within the \$2500 limit is prohibited. The cardholder may be held personally liable for unauthorized purchases, which may result in restitution or disciplinary action.

If you have any questions concerning your delegated authority, please contact the KSC
Purchase Card Coordinator, Tiffany N. Lackey at 867-2767.

Cheryl C. Hunt

for Dudley R. Cannon, Jr.